Chapter 9

Vendors

DRAFT

This Page Left Blank Intentionally

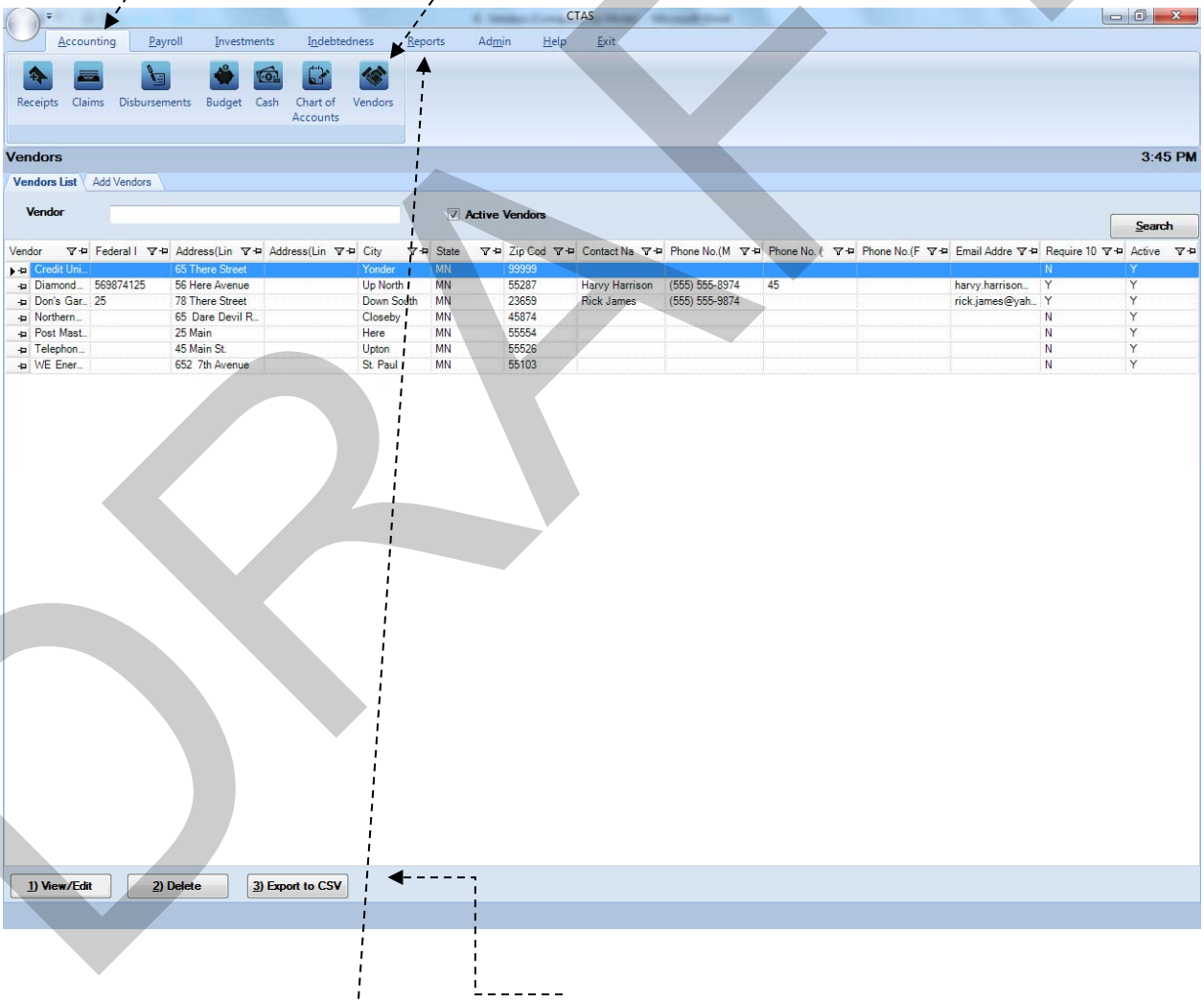
DRAFT

Vendors: Introduction

In the Vendors section, you can enter the name and address of vendors you pay on a regular basis. Then, when entering claims or disbursement transactions, you can type the first few letters of the vendor's name and the vendor's full name and address will appear in the appropriate fields. In addition, by entering vendor information, you can print a Federal 1099 Form for selected vendors as well as vendor ledgers and mailing labels.

Accessing the Vendors Section

To access the Vendors section from within the Accounting tab of CTAS, click on the Accounting tab and then the Vendors icon. The Vendors screen, as shown below, will appear.

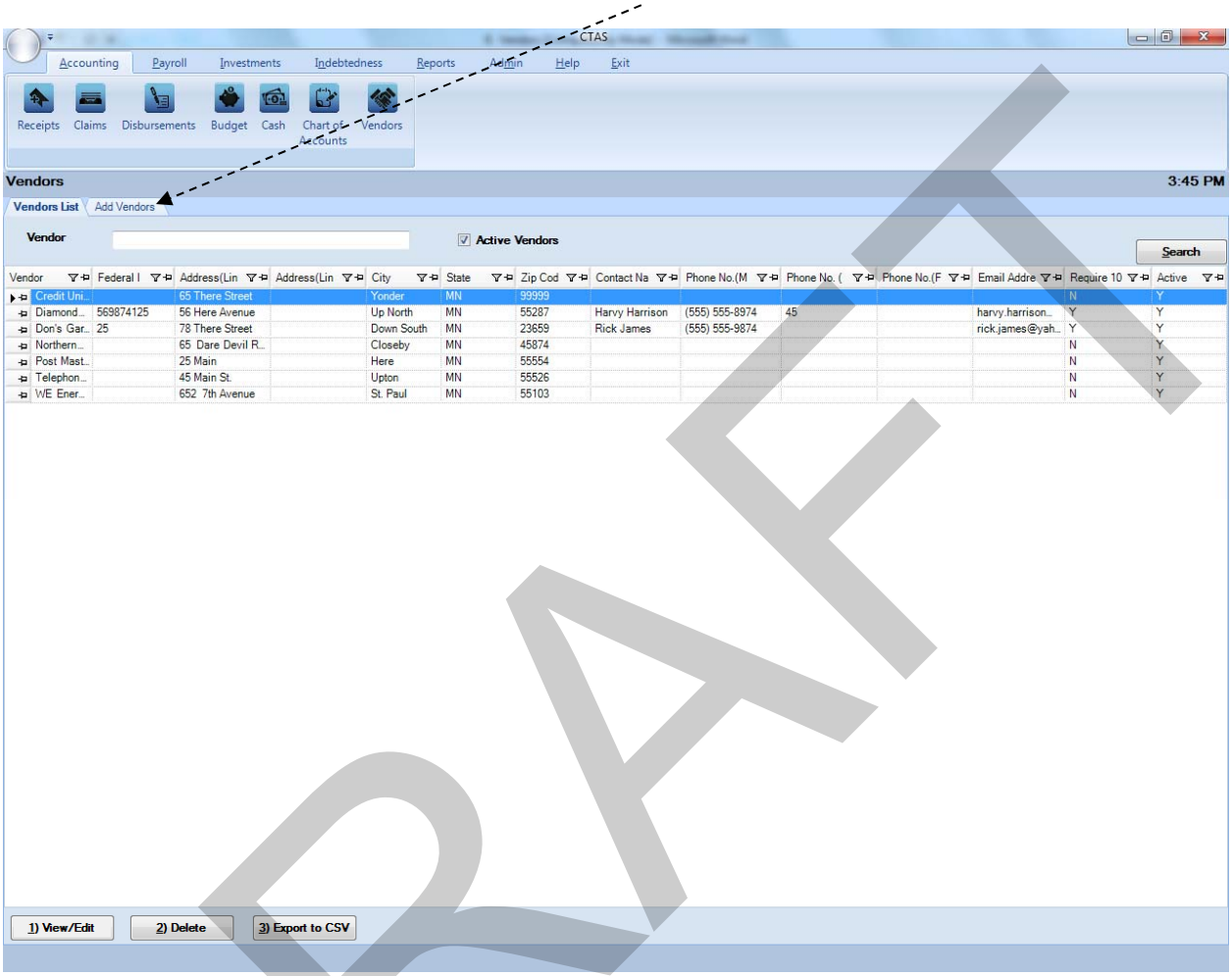


You can View/Edit, Delete, or Export to CSV a vendor from the Vendors List tab. In addition, by clicking the Reports tab and then the Vendors icon, you can print Federal 1099s, vendor ledgers, a list of vendors, or mailing labels. Instructions on how to use these buttons can be found later in this chapter.

DRAFT

Vendors: Adding a New Vendor

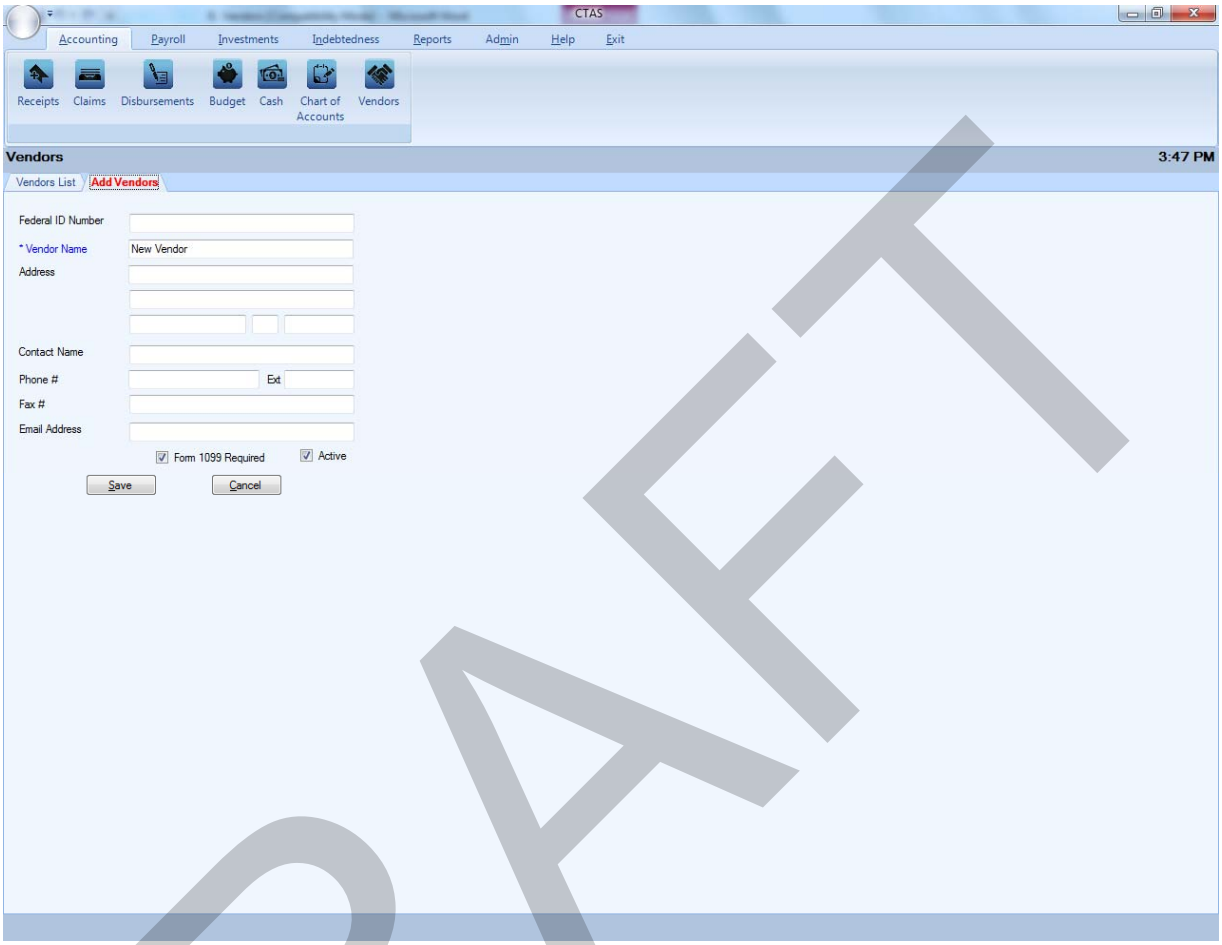
To begin entering a vendor, click on the Add Vendors tab at the top of the Vendors screen.



After the Add Vendor tab is selected, the Add Vendors screen will appear, allowing you to enter the information for the new vendor. An example of the Add Vendors screen is shown on the next page.

DRAFT

Vendors: Adding a New Vendor (continued)



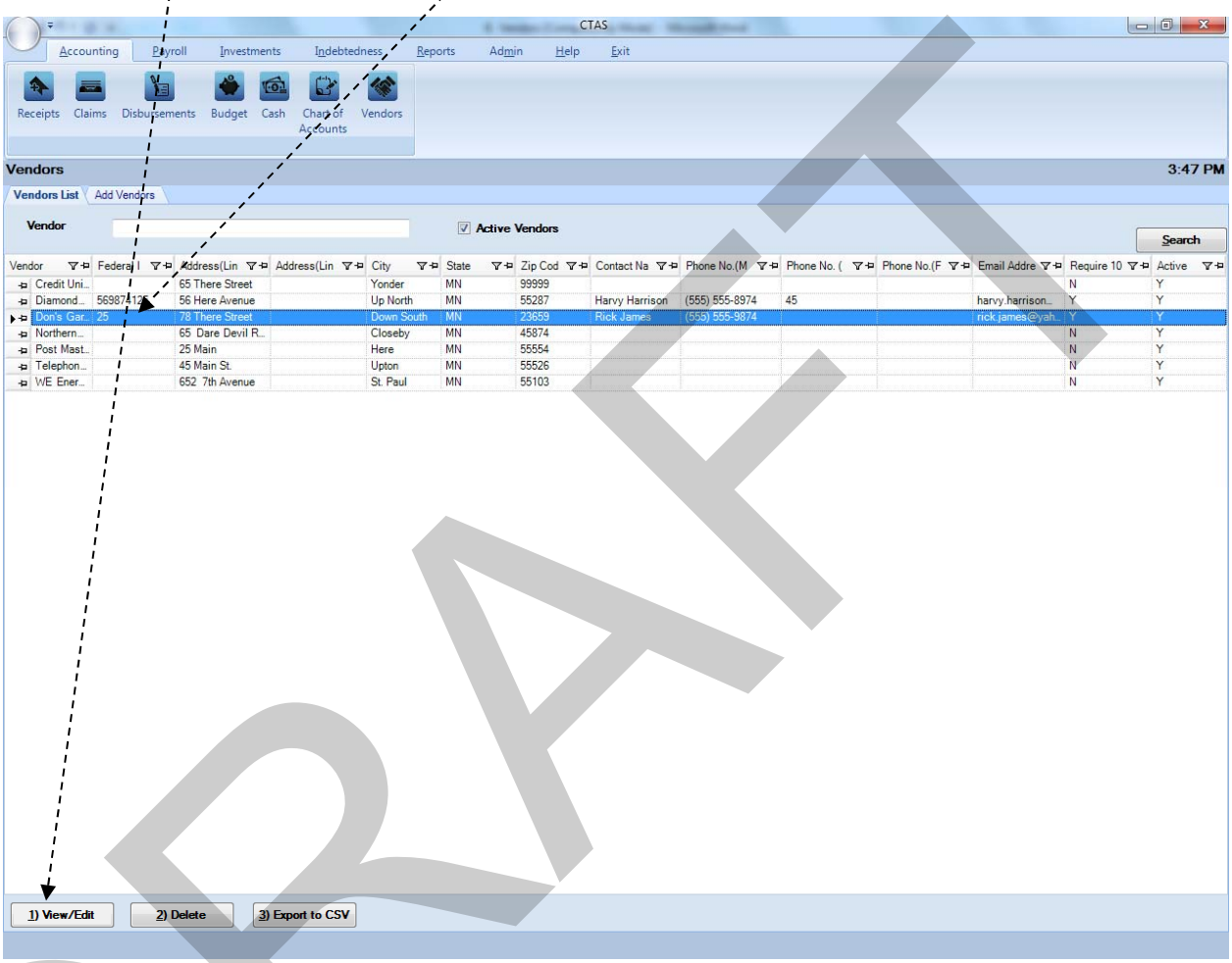
When the Add Vendors screen appears, complete the following steps:

- For vendors that require a 1099, enter their Federal ID Number.
- Enter the name of the vendor in the Vendor Name field.
- Enter the address of the vendor in the Address fields. The first two lines are the street address. The third line is the city, state, and zip code.
- Enter the name of the person that is your contact with the vendor in the Contact Name field.
- Enter the telephone number for the vendor in the Phone # field.
- Enter the contact's telephone extension, if appropriate.
- Enter the fax number for the vendor in the Fax # field.
- Enter the vendor's e-mail in the E-mail Address field.
- If the vendor will need a 1099 printed at the end of the year, check the Form 1099 Required box.
- Check the Active box. You will then be able to select this vendor when entering transactions.
- Click the Save button to add the new vendor.

DRAFT

Vendors: Changing a Vendor

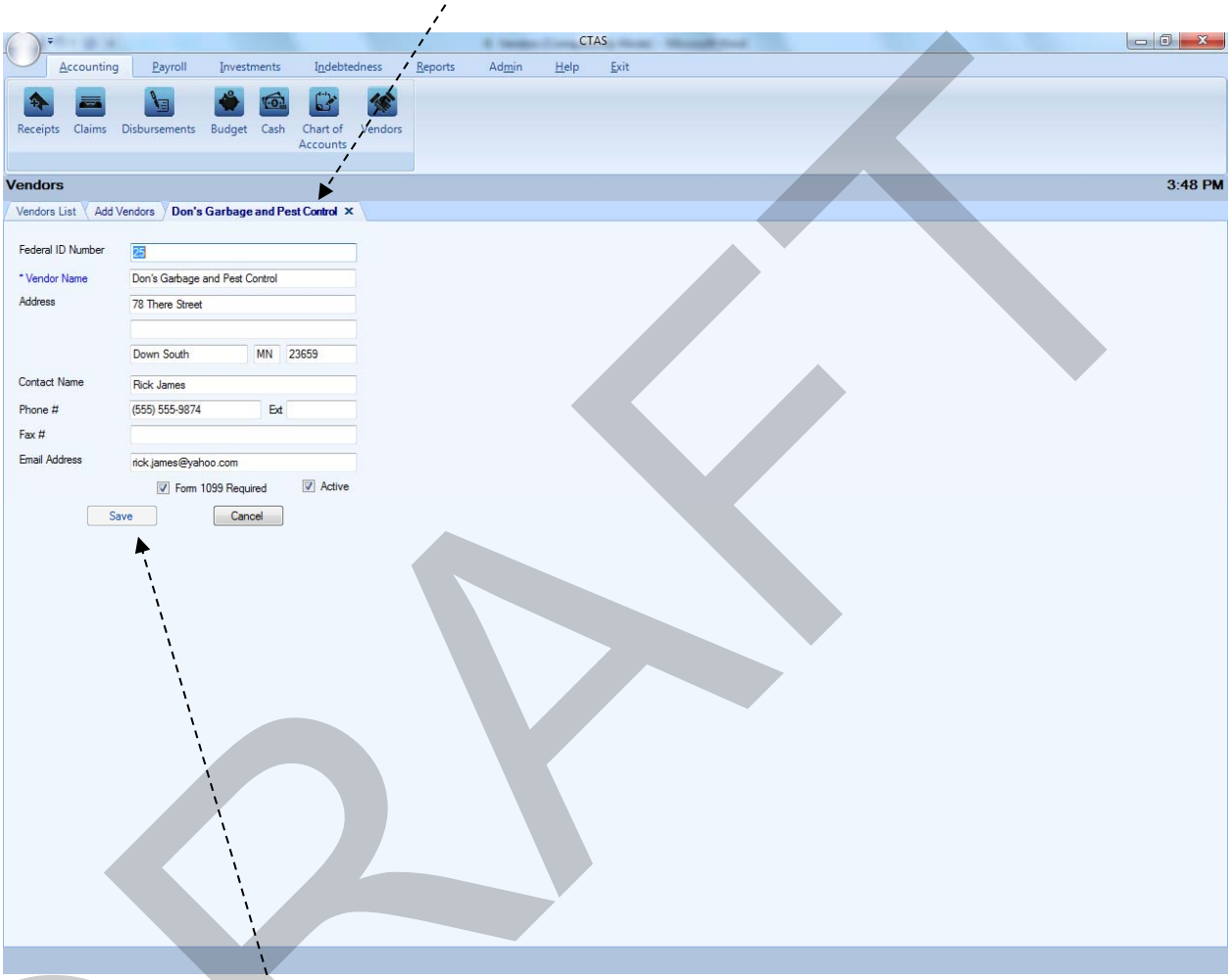
To change a vendor's information, highlight the vendor's name on the Vendors List tab and click the View/Edit button.



DRAFT

Vendors: Changing a Vendor (continued)

After the View/Edit button is selected, the Update Vendor tab will appear. The tab will be titled with its corresponding vendor name:

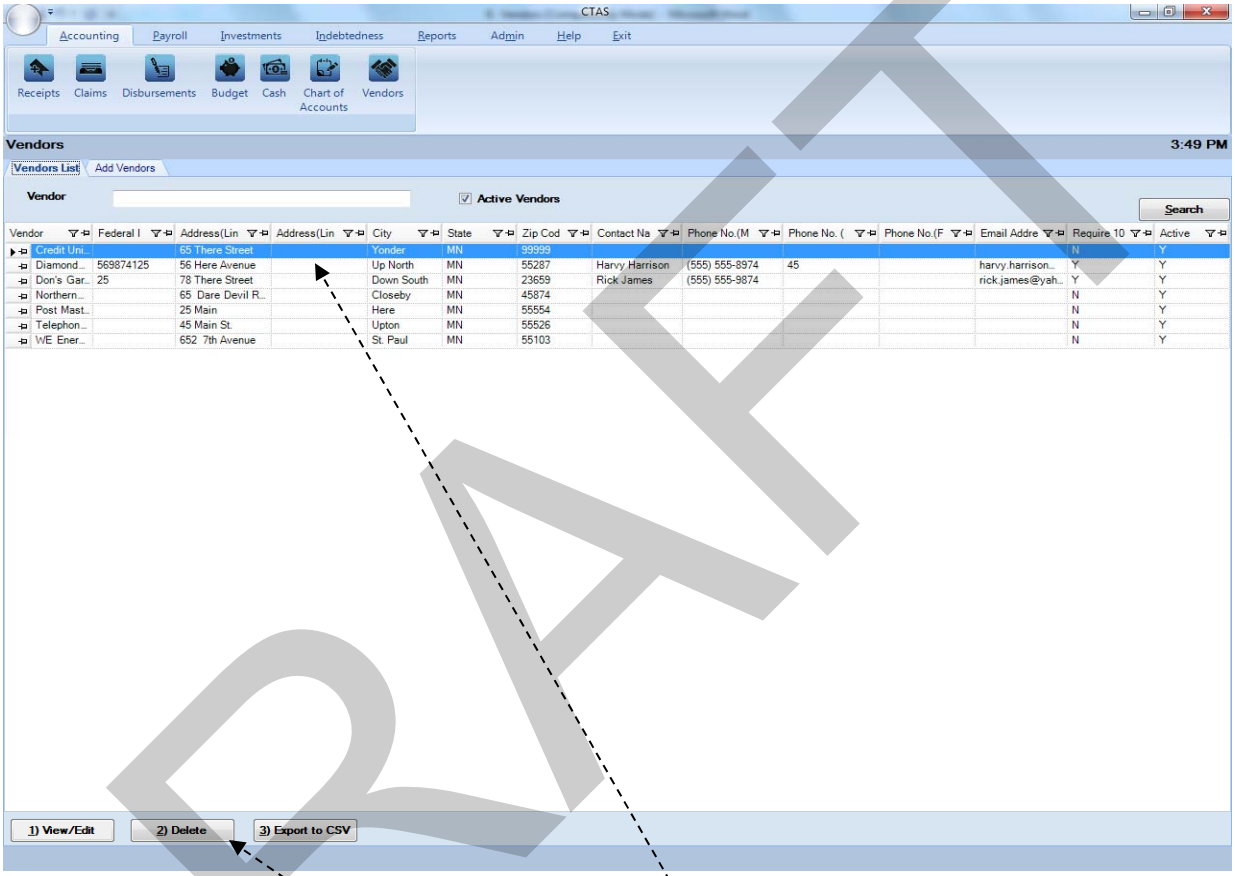


On the Update Vendor tab, you can change any field, including the status of the vendor. The status of the vendor (active or inactive) can only be changed when the vendor has not been used in a transaction during the current fiscal year. To complete updating a vendor's information, click the Save button.

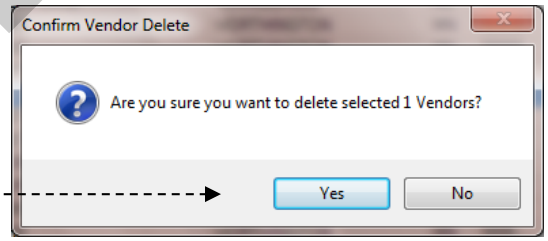
DRAFT

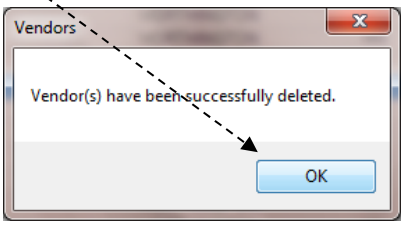
Vendors: Deleting a Vendor

The need to delete a vendor's information could result from a decision that the information is not needed after it was added, or because the vendor's information has accidentally been entered more than once. Note: You can only delete a vendor's information if it has not been used in any transactions.



- To delete a vendor's information, highlight the vendor's name on the Vendors List tab and click the Delete button.
- After the delete option is selected, the Confirm Vendor Delete screen appears (see below, left).
- Click on the Yes button to delete the vendor's information.
- You will then receive a screen message (see below, right) that indicates the information was deleted. Click the OK button to complete the process.

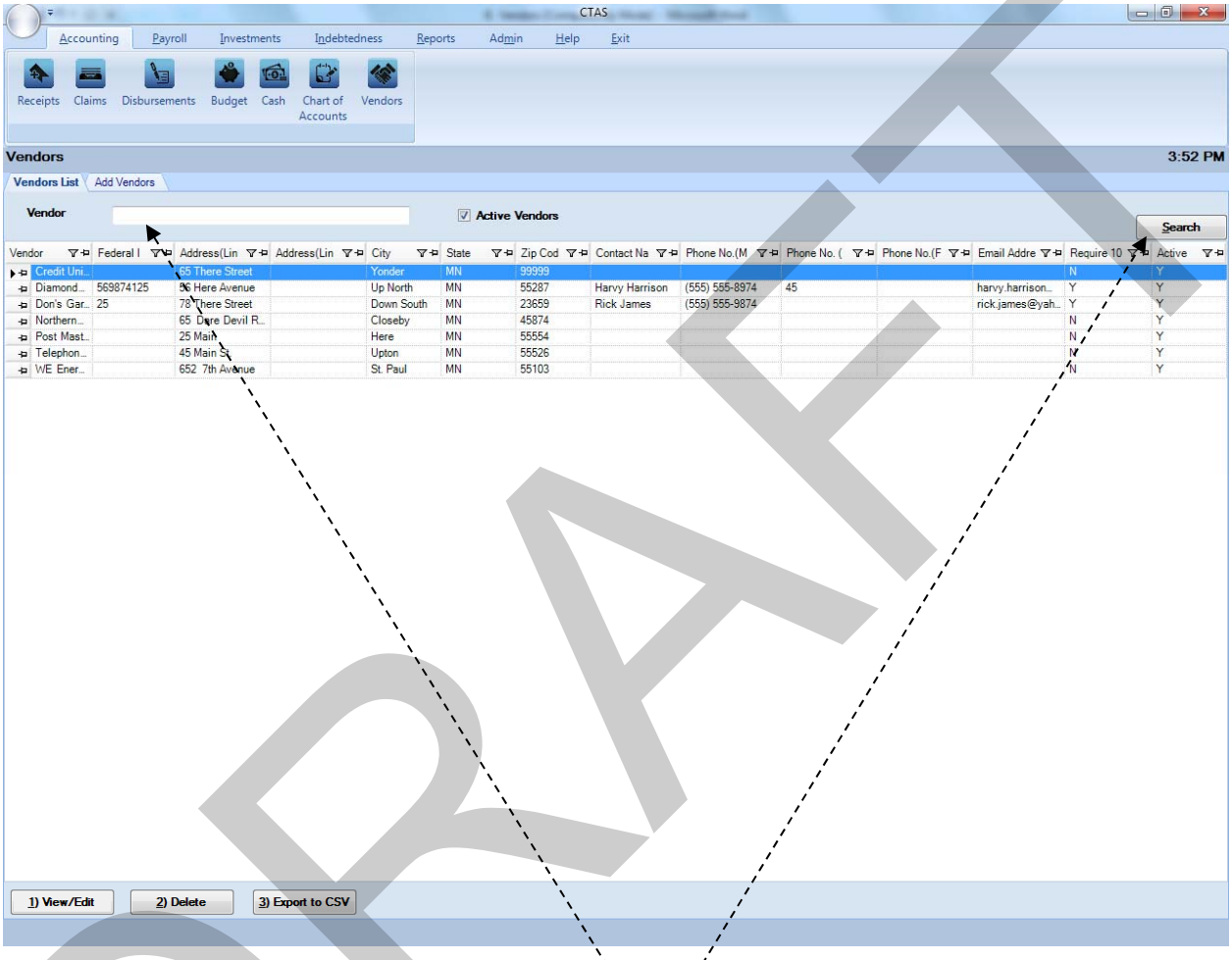




DRAFT

Vendors: Using the Search Feature

In the Vendors screen, there are two search options to search for vendors. The first option is to search inactive vendors. The default search in CTAS is by active vendors (to search by inactive vendors, see next page).



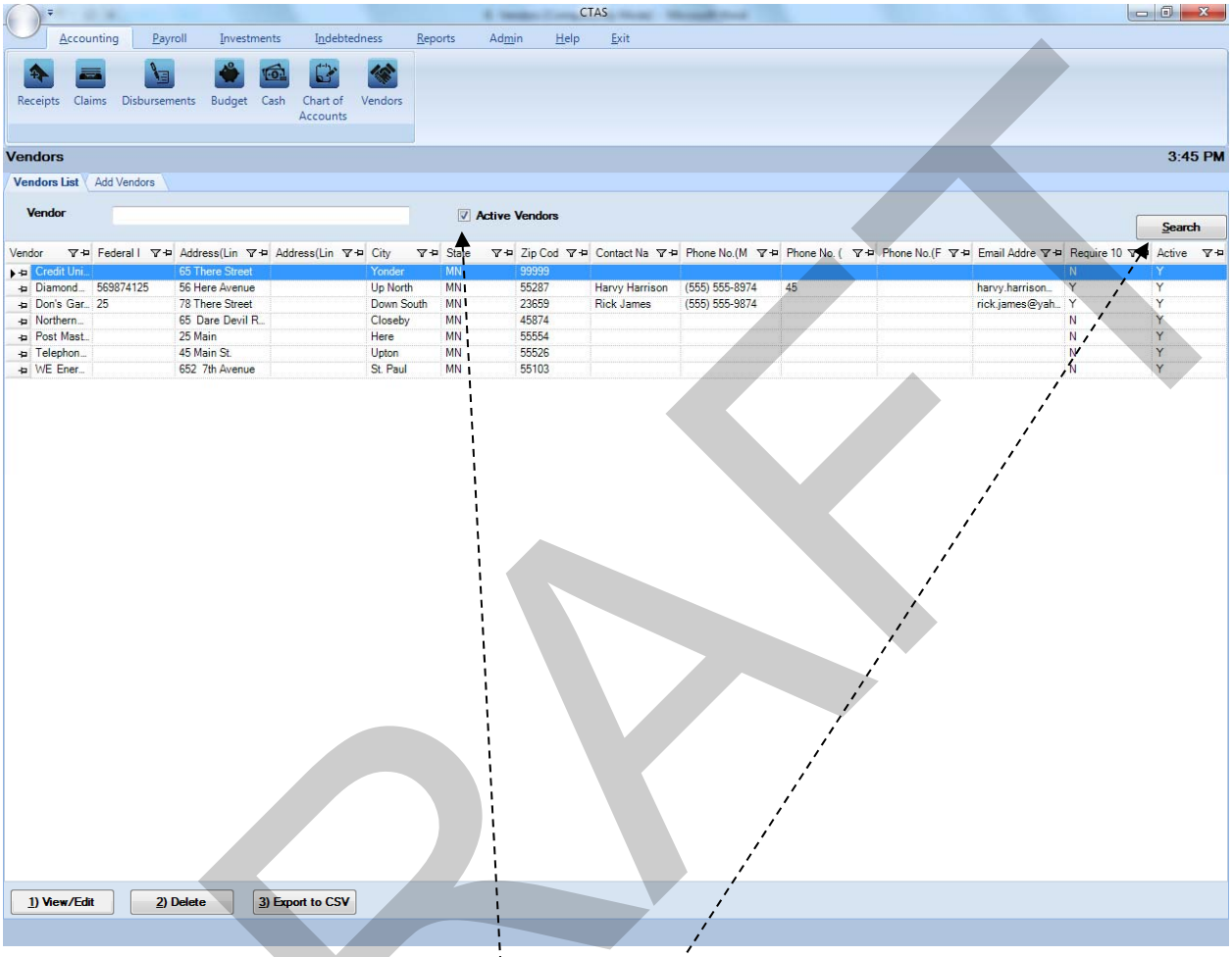
To search by active vendor:

- Enter all or part of the name in the Vendor field.
- Click the Search button.
- Vendors meeting the criteria will be displayed.

DRAFT

Vendors: Using the Search Feature (continued)

The second option is to search by inactive vendors.



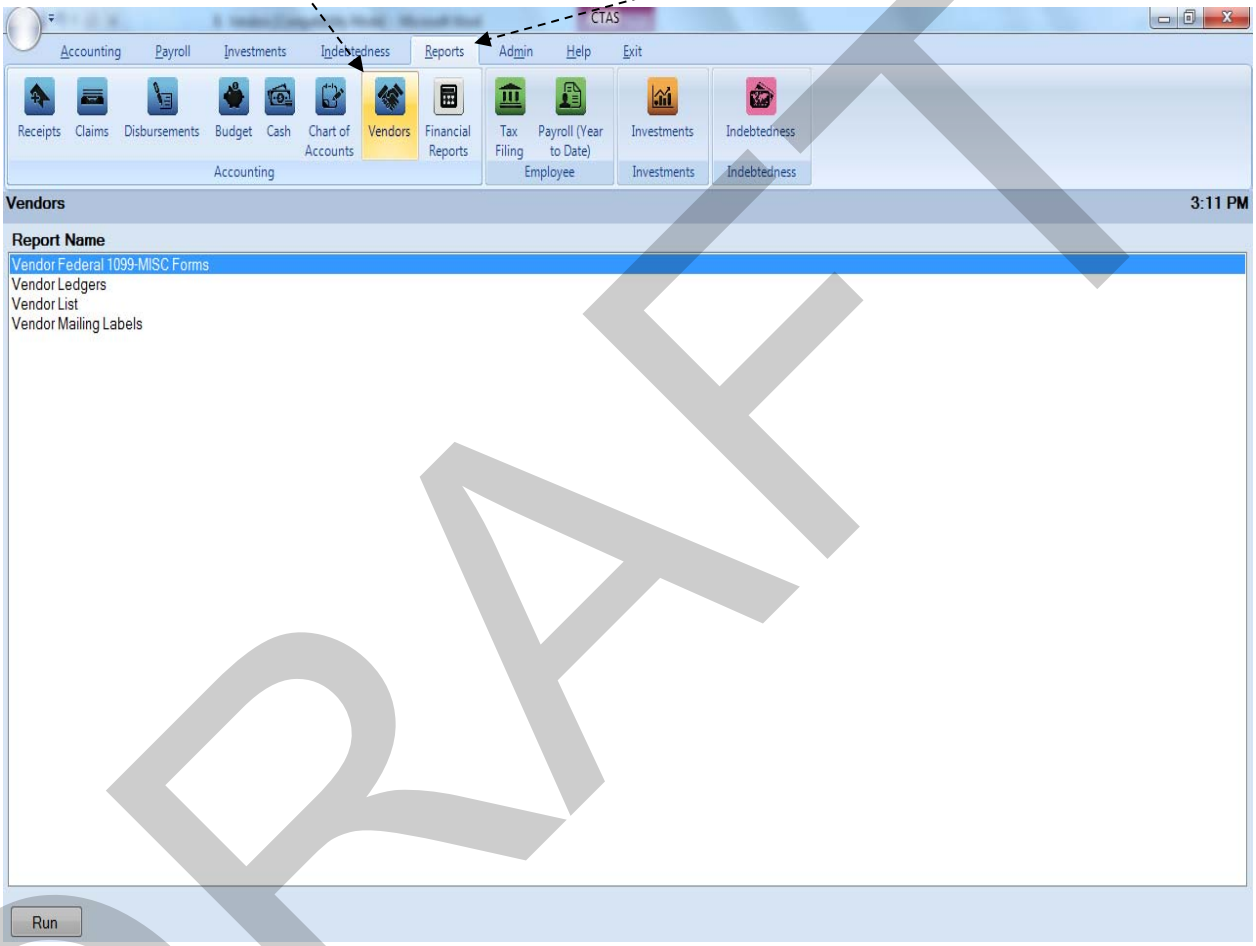
To search by inactive vendor:

- Uncheck the Active Vendors box.
- Click the Search button.
- The inactive vendors will then be displayed. To narrow the search, enter all or part of the name in the Vendor field.
- Click the Search button.
- Vendors meeting the criteria will be displayed.

DRAFT

Vendors: Printing Reports - Introduction

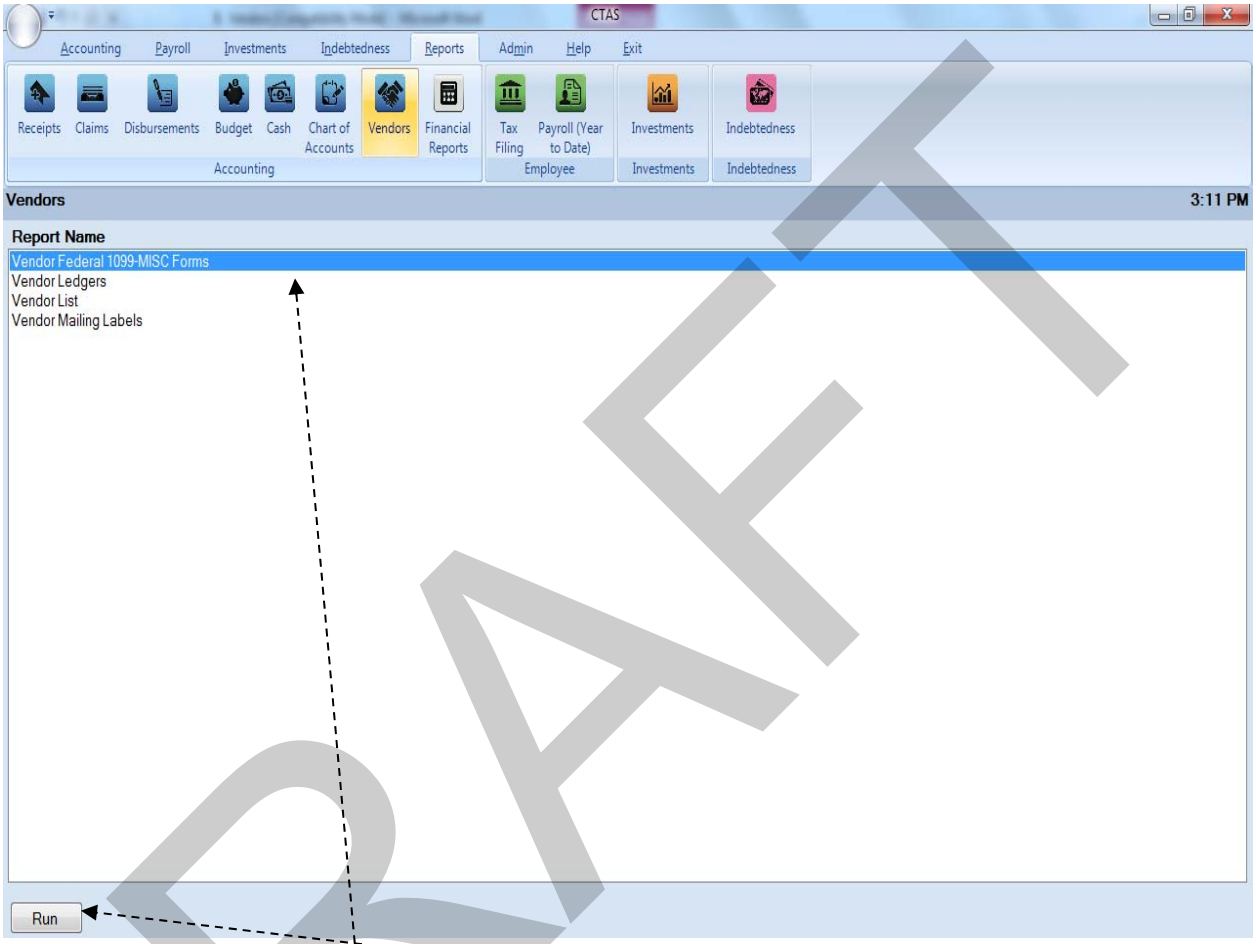
There are four reports you can create and print from the Vendors icon in the Reports tab. They are the Vendor Federal 1099 Forms, Vendor Ledgers, a Vendor List, and Vendor Mailing Labels. To select the report you want to create, click on Reports tab in the Task Bar and click on the Vendors icon at the top of the screen.



DRAFT

Vendors: Printing Reports - Introduction (continued)

A Vendors - Reports screen will appear listing the four reports:



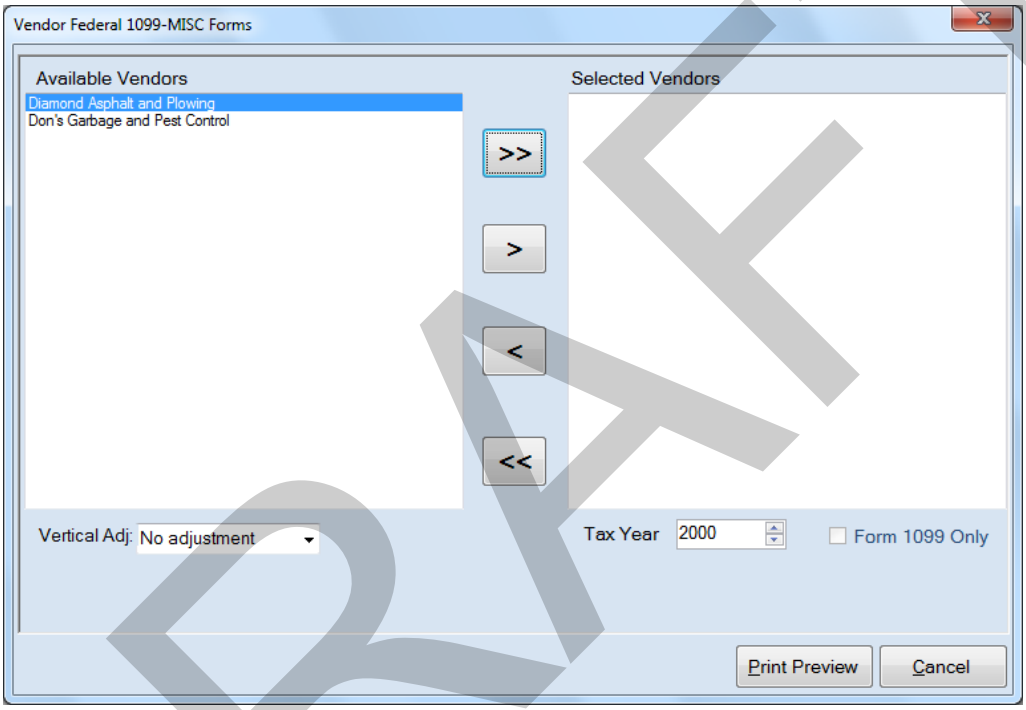
To run a report, highlight the report's name and click the Run button. The following pages describe each report and illustrate how to create and print each report.

DRAFT

Vendors: Printing the Vendor Federal 1099-MISC Form

The Vendor Federal 1099-MISC Form report will print the 1099-MISC Form for all vendors selected. The forms are the standard two-per-page and can be purchased at an office supply store. Note: Only those vendors with the Form 1099 Required box checked in their Vendor screen will be available to select for printing the 1099s.

To print the Federal 1099-MISCs, click on the Reports tab in the Task Bar and then the Vendors icon. Next, highlight Vendor Federal 1099-MISC Forms and click the Run button. The Vendor Federal 1099-MISC Forms screen will appear:



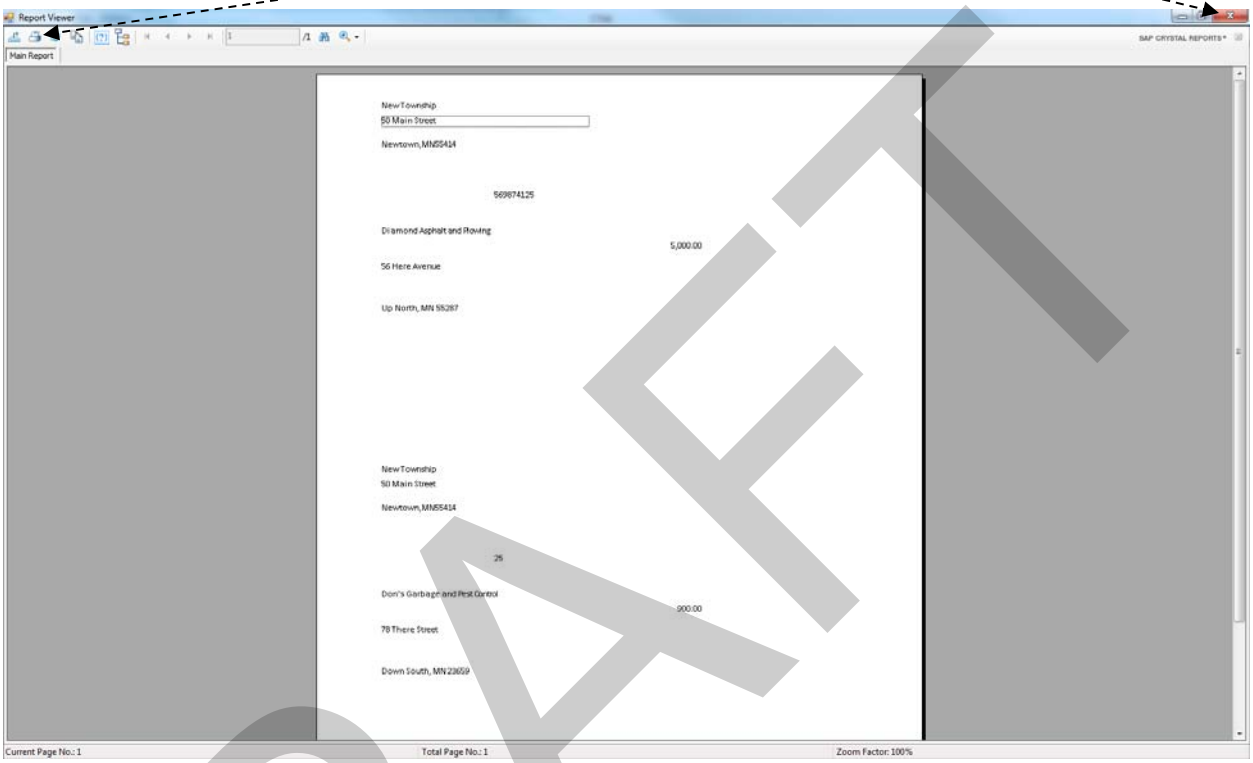
On the Vendor Federal 1099-MISC Forms screen:

- Select the vendors whose forms are to be printed by moving their names from the Available Vendors box to the Selected Vendors box. The ">>" button will move all vendors and the ">" button will move the individually-highlighted vendor(s). You can also select an individual vendor by double-clicking on the name. The "<" and "<<" buttons allow you to move vendors out of the Selected Vendors box.
- Select the Tax Year by manually entering or clicking on the up or down arrow in the Tax Year box.
- You can adjust where the information is printed on the 1099 Form by clicking on the Vertical Adj down arrow. This will allow you to line up the information for the 1099 within the boxes on the form.
- Click the Print Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

DRAFT

Vendors: Printing the Vendor Federal 1099-MISC Form (continued)

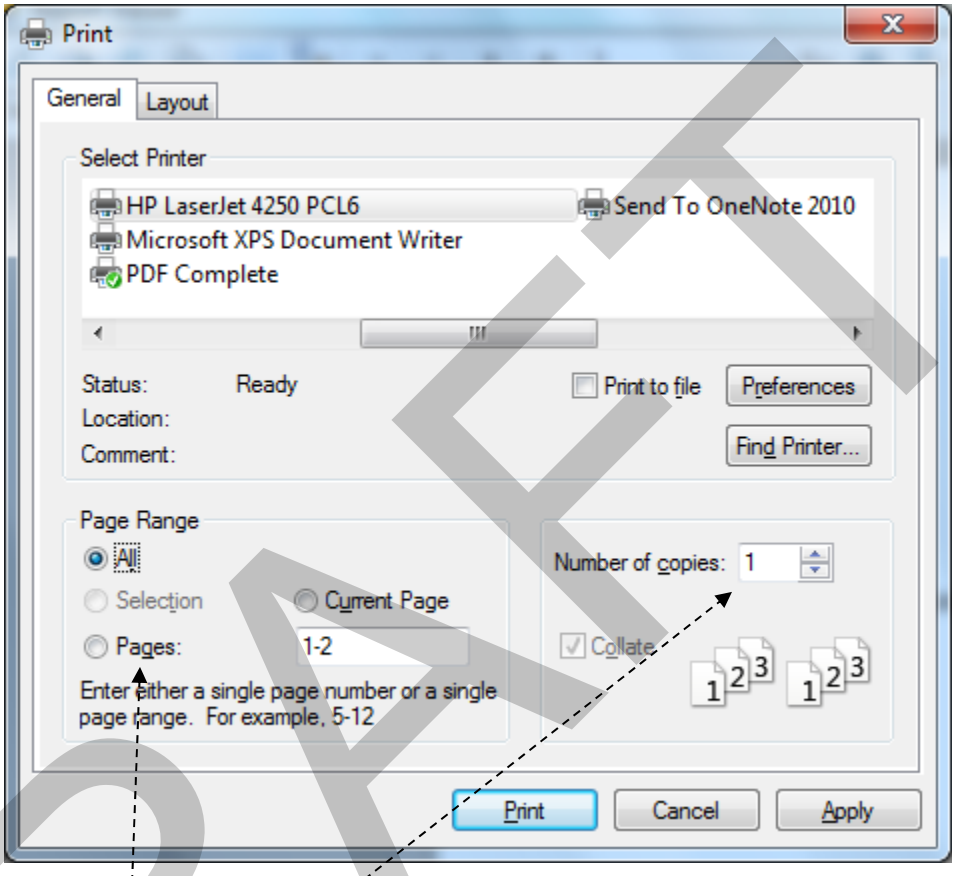
- After reviewing the preview, click on the Printer icon to begin the printing of the report. You can close the Report Viewer screen by clicking the red "X".



DRAFT

Vendors: Printing the Vendor Federal 1099-MISC Form (continued)

- After clicking on the Printer icon, the Print screen appears:



By clicking the Pages radio button, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the red "X" icon on the Report Viewer screen.
- Click the Cancel button on the Vendor Federal 1099-MISC Forms screen.

DRAFT

Vendors: Printing the Vendor Federal 1099-MISC Form (continued)

Sample Vendors Federal 1099-MISC Form Report

New Township
50 Main Street

Newtown, MN 55414

569874125

Diamond Asphalt and Plowing

5,000.00

56 Here Avenue

Up North, MN 55287

New Township
50 Main Street

Newtown, MN 55414

25

Don's Garbage and Pest Control

900.00

78 There Street

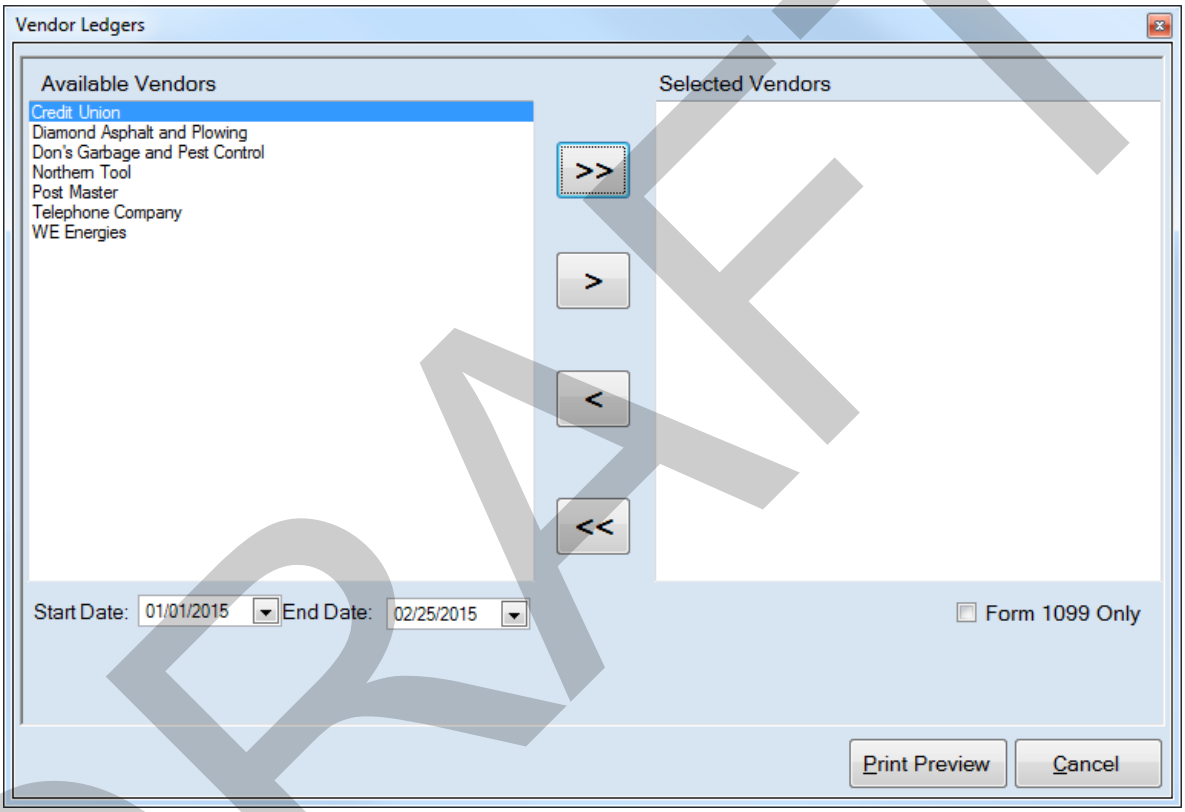
Down South, MN 23659

DRAFT

Vendors: Printing the Vendor Ledger

The Vendor Ledger is designed to provide a list of all disbursements made to selected vendors within a specified time period. The report can be used to review the payments to a vendor to find any disbursements that have not been coded correctly.

To print the Vendor Ledger, click on the Reports tab in the Task Bar and then the Vendor icon (see page 9-10 for illustration). Highlight Vendor Ledgers and click the Run button. The Vendor Ledgers screen will appear:



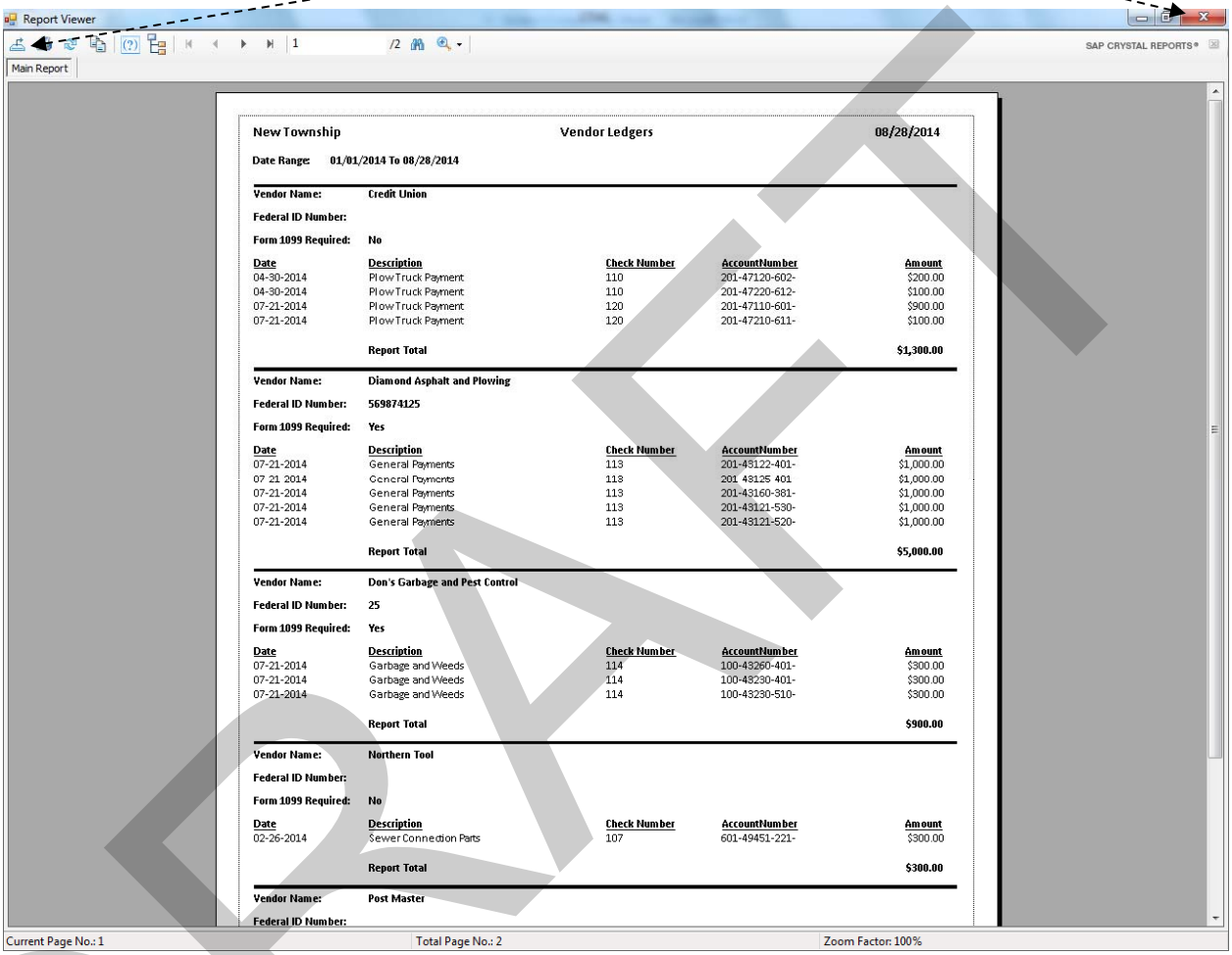
On the Vendor Ledgers screen:

- Select the vendors whose ledgers are to be printed by moving their names from the Available Vendors box to the Selected Vendors box. The ">>" button will move all vendors and the ">" button will move the individually-highlighted vendor(s). You can also select an individual vendor by double-clicking on the vendor. The "<" and "<<" buttons allow you to move vendors out of the Selected Vendors box.
- Check the Form 1099 Only box if you want to display only those vendors that have the Form 1099 Required box checked on their vendor record.
- Select the Start Date and End Date for the report. Manually enter dates or use the drop-down arrow for calendar.
- Click the print Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

DRAFT

Vendors: Printing the Vendor Ledger (continued)

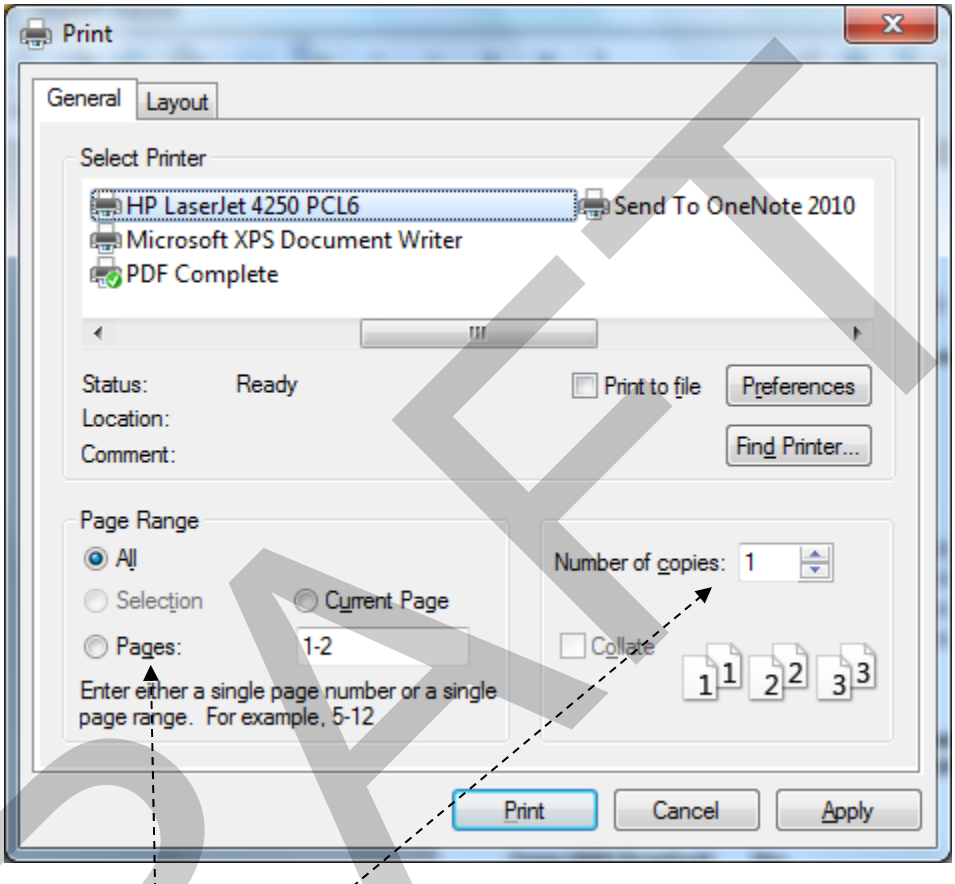
- After reviewing the preview, click on the Printer icon to begin the printing of the report. You can close the Report Viewer screen by clicking the red "X".


Report Viewer
Main Report
SAP CRYSTAL REPORTS®
New Township
Vendor Ledgers
08/28/2014
Date Range: 01/01/2014 To 08/28/2014
Vendor Name: Credit Union
Federal ID Number:
Form 1099 Required: No
Date Description Check Number AccountNumber Amount
04-30-2014 Plow Truck Payment 110 201-47120-602- $200.00
04-30-2014 Plow Truck Payment 110 201-47220-612- $100.00
07-21-2014 Plow Truck Payment 120 201-47110-601- $900.00
07-21-2014 Plow Truck Payment 120 201-47210-611- $100.00
Report Total $1,300.00
Vendor Name: Diamond Asphalt and Plowing
Federal ID Number: 569874125
Form 1099 Required: Yes
Date Description Check Number AccountNumber Amount
07-21-2014 General Payments 113 201-43122-401- $1,000.00
07-21-2014 General Payments 113 201-43125-401- $1,000.00
07-21-2014 General Payments 113 201-43160-381- $1,000.00
07-21-2014 General Payments 113 201-43121-530- $1,000.00
07-21-2014 General Payments 113 201-43121-520- $1,000.00
Report Total $5,000.00
Vendor Name: Don's Garbage and Pest Control
Federal ID Number: 25
Form 1099 Required: Yes
Date Description Check Number AccountNumber Amount
07-21-2014 Garbage and Weeds 114 100-43260-401- $300.00
07-21-2014 Garbage and Weeds 114 100-43230-401- $300.00
07-21-2014 Garbage and Weeds 114 100-43230-510- $300.00
Report Total $900.00
Vendor Name: Northern Tool
Federal ID Number:
Form 1099 Required: No
Date Description Check Number AccountNumber Amount
02-26-2014 Sewer Connection Parts 107 601-49451-221- $300.00
Report Total $300.00
Vendor Name: Post Master
Federal ID Number:
Current Page No.: 1
Total Page No.: 2
Zoom Factor: 100%

DRAFT

Vendors: Printing the Vendor Ledger (continued)

- After clicking on the Printer icon, the Print screen appears:



By clicking the Pages radio button, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the red "X" icon on the Report Viewer screen.
- Click the Cancel button on the Vendor Ledgers screen.

DRAFT

Vendors: Printing the Vendor Ledger (continued)

Sample Vendor Ledger Report

New Township — Vendor Ledgers — 08/28/2014

Date Range: 01/01/2014 To 08/28/2014

Vendor Name: Credit Union
Federal ID Number:
Form 1099 Required: No

Date	Description	Check Number	AccountNumber	Amount
04-30-2014	Plow Truck Payment	110	201-47120-602-	$200.00
04-30-2014	Plow Truck Payment	110	201-47220-612-	$100.00
07-21-2014	Plow Truck Payment	120	201-47110-601-	$900.00
07-21-2014	Plow Truck Payment	120	201-47210-611-	$100.00
	Report Total			**$1,300.00**

Vendor Name: Diamond Asphalt and Plowing
Federal ID Number: 569874125
Form 1099 Required: Yes

Date	Description	Check Number	AccountNumber	Amount
07-21-2014	General Payments	113	201-43122-401-	$1,000.00
07-21-2014	General Payments	113	201-43125-401-	$1,000.00
07-21-2014	General Payments	113	201-43160-381-	$1,000.00
07-21-2014	General Payments	113	201-43121-530-	$1,000.00
07-21-2014	General Payments	113	201-43121-520-	$1,000.00
	Report Total			**$5,000.00**

Vendor Name: Don's Garbage and Pest Control
Federal ID Number: 25
Form 1099 Required: Yes

Date	Description	Check Number	AccountNumber	Amount
07-21-2014	Garbage and Weeds	114	100-43260-401-	$300.00
07-21-2014	Garbage and Weeds	114	100-43230-401-	$300.00
07-21-2014	Garbage and Weeds	114	100-43230-510-	$300.00
	Report Total			**$900.00**

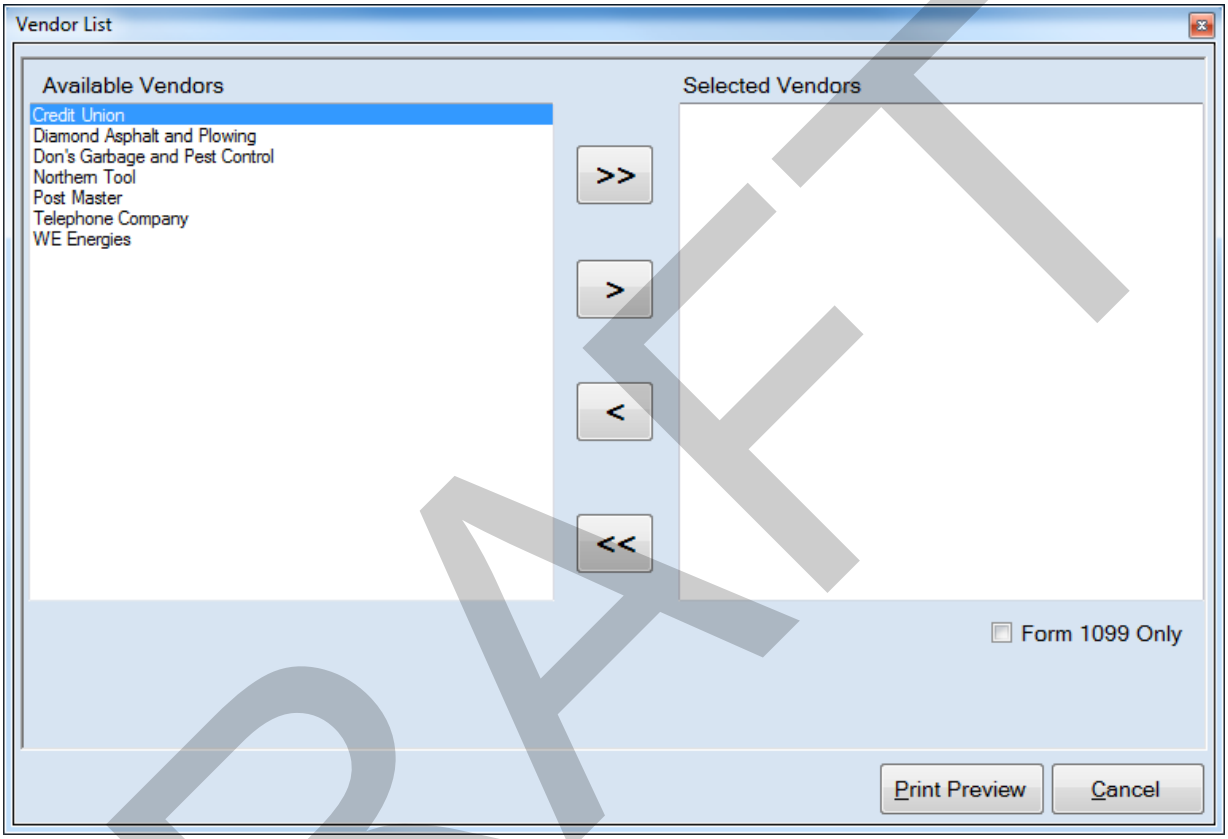
Vendor Name: Northern Tool
Federal ID Number:
Form 1099 Required: No

Date	Description	Check Number	AccountNumber	Amount
02-26-2014	Sewer Connection Parts	107	601-49451-221-	$300.00
	Report Total			**$300.00**

DRAFT

Vendors: Printing the Vendor List

The Vendor List will provide you the information contained in the vendor record for selected vendors. The report can be used to review the information on each vendor so the information can be updated as needed.



To print the Vendor List, click on the Reports tab in the Task Bar and then the Vendors icon (see page 9-10 for illustration). Highlight Vendor List and click the Run button. The Vendor List screen will appear:

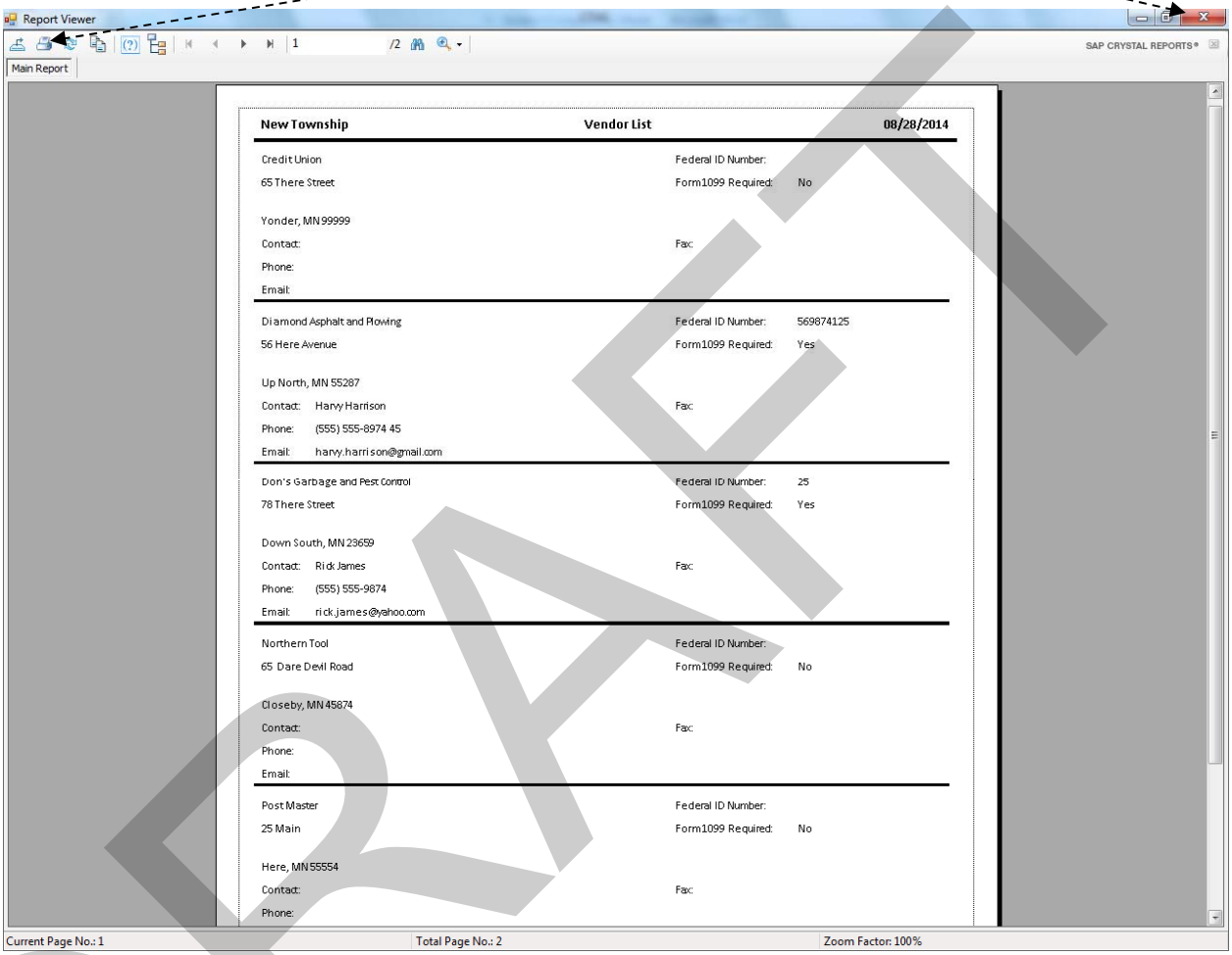
On the Vendor List screen:

- Select the vendors whose information is to be printed by moving their names from the Available Vendors box to the Selected Vendors box. The ">>" button will move all vendors and the ">" button will move the individually-highlighted vendor(s). You can also select an individual vendor by double-clicking on the vendor. The "<" and "<<" buttons allow you to move vendors out of the Selected Vendors box.
- Check the Form 1099 Only box if you want to display only those vendors that have the Form 1099 Required box checked on their vendor record.
- Click the print Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

DRAFT

Vendors: Printing the Vendor List (continued)

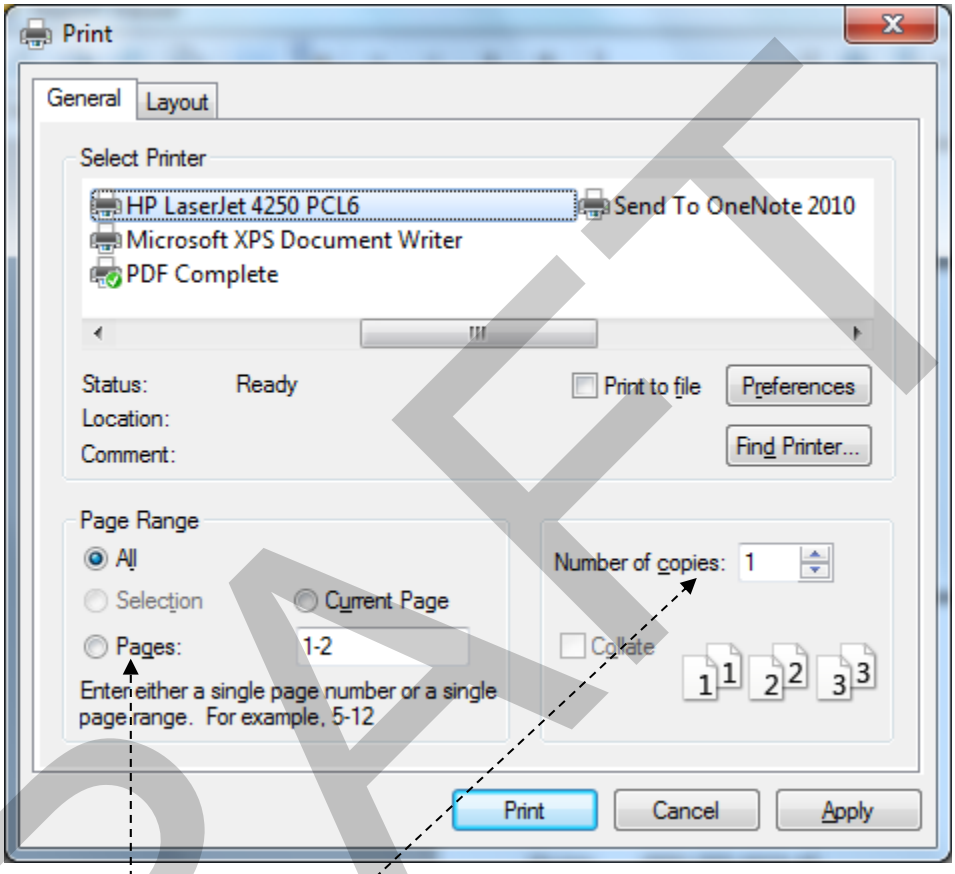
- After reviewing the preview, click on the Printer icon to begin the printing of the report. You can close the Report Viewer screen by clicking the red "X".



DRAFT

Vendors: Printing the Vendor List (continued)

- After clicking on the Printer icon, the Print screen appears:



By clicking the Pages radio button, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

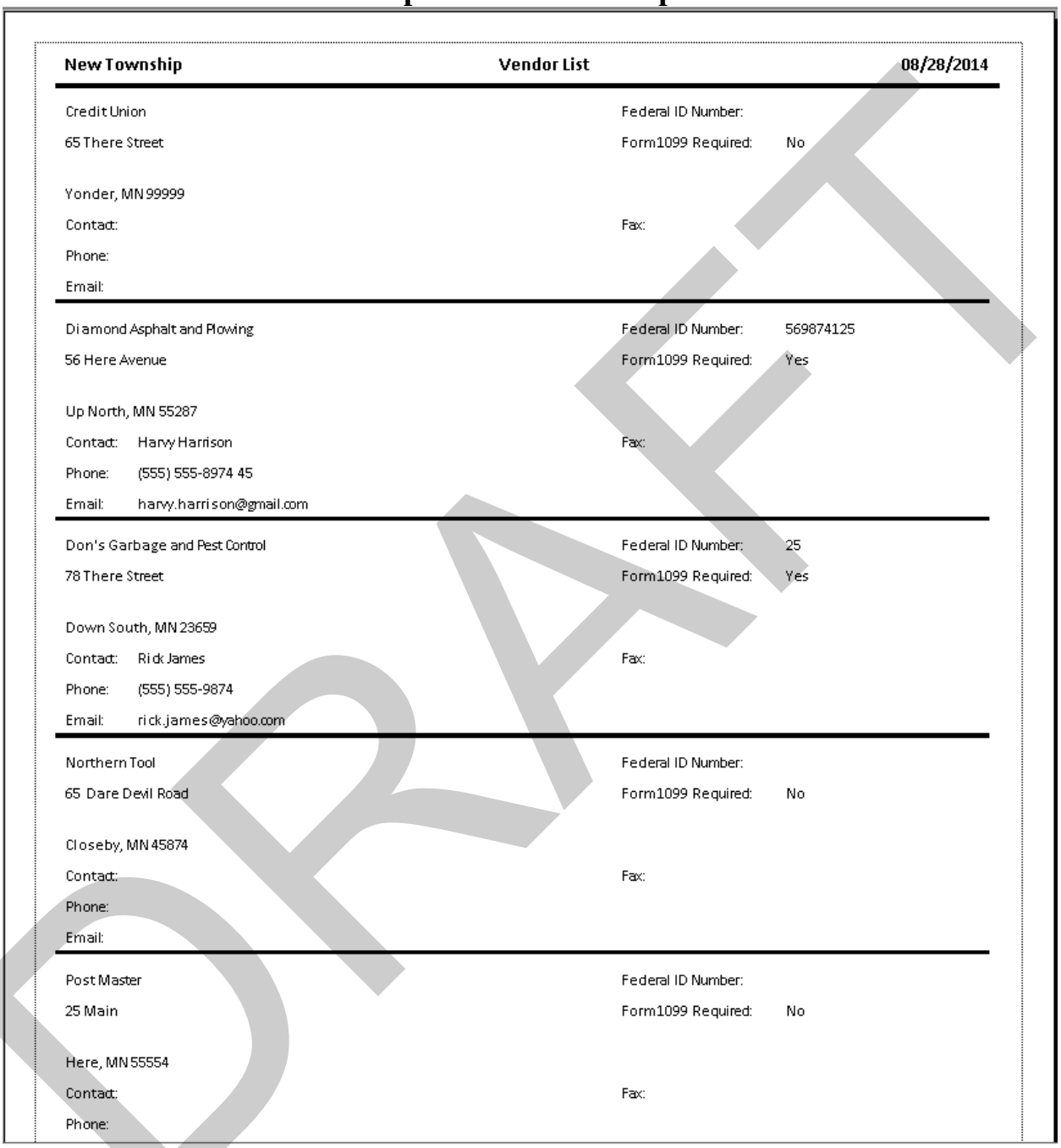
To close the printing of the report:

- Click the red "X" icon on the Report Viewer screen.
- Click the Cancel button on the Vendor List screen.

DRAFT

Vendors: Printing the Vendor List (continued)

Sample Vendor List Report



New Township **Vendor List** **08/28/2014**

Credit Union
65 There Street

Yonder, MN 99999
Contact:
Phone:
Email:

Federal ID Number:
Form1099 Required: No
Fax:

Diamond Asphalt and Plowing
56 Here Avenue

Up North, MN 55287
Contact: Harvy Harrison
Phone: (555) 555-8974 45
Email: harvy.harrison@gmail.com

Federal ID Number: 569874125
Form1099 Required: Yes
Fax:

Don's Garbage and Pest Control
78 There Street

Down South, MN 23659
Contact: Rick James
Phone: (555) 555-9874
Email: rick.james@yahoo.com

Federal ID Number: 25
Form1099 Required: Yes
Fax:

Northern Tool
65 Dare Devil Road

Closeby, MN 45874
Contact:
Phone:
Email:

Federal ID Number:
Form1099 Required: No
Fax:

Post Master
25 Main

Here, MN 55554
Contact:
Phone:

Federal ID Number:
Form1099 Required: No
Fax:

DRAFT

Vendors: Printing the Vendor Mailing Labels

The Vendor Mailing Labels allow you to print mailing labels for selected vendors on pages with either 14 or 30 labels per page. The Mailing Labels selection allows you to use partial pages of labels by selecting the starting row and column.

To print the Vendor Mailing Labels, click on the Reports tab in the Task Bar and then the Vendors icon (see page 9-10 for illustration). Highlight Vendor Mailing Labels and click the Run button. The Vendor Mailing Labels screen will appear:

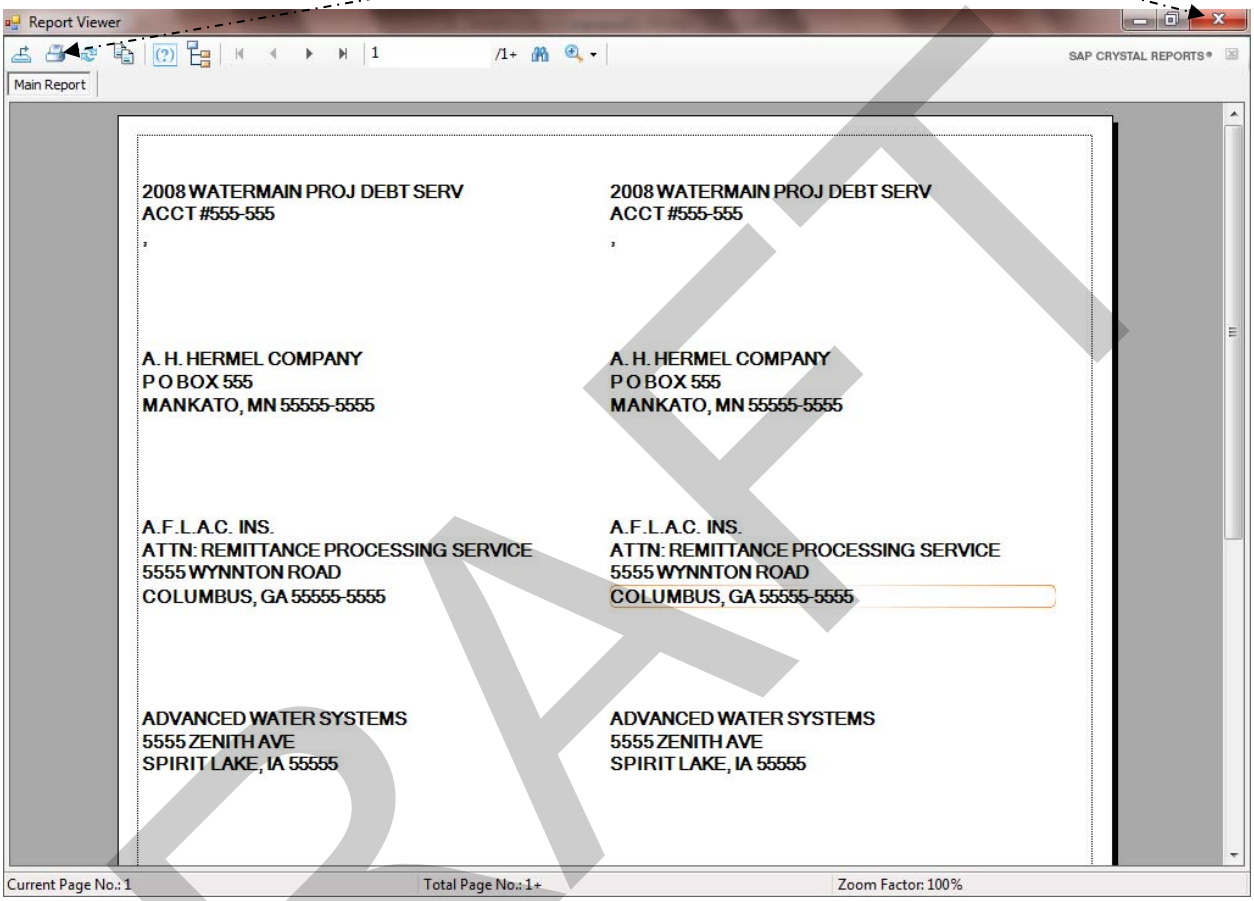
On the Vendor Mailing Labels screen:

- Select the vendors whose labels are to be printed by moving their names from the Available Vendors box to the Selected Vendors box. The ">>" button will move all vendors and the ">" button will move the individually-highlighted vendor(s). You can also select an individual vendor by double-clicking on the vendor. The "<" and "<<" buttons move vendors out of the Selected Vendors box.
- Check the Form 1099 Only box if you want to display only those vendors that have the Form 1099 Required box checked on their vendor record.
- Enter the number of the row where you want the labels to begin to print in the Row field of the Starting Row/Column box.
- Enter the number of the column where you want the labels to begin to print in the Column field of the Starting Row/Column box.
- Click the Label Format radio button that matches the format of your labels.
- Click the print Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

DRAFT

Vendors: Printing the Vendor Mailing Labels (continued)

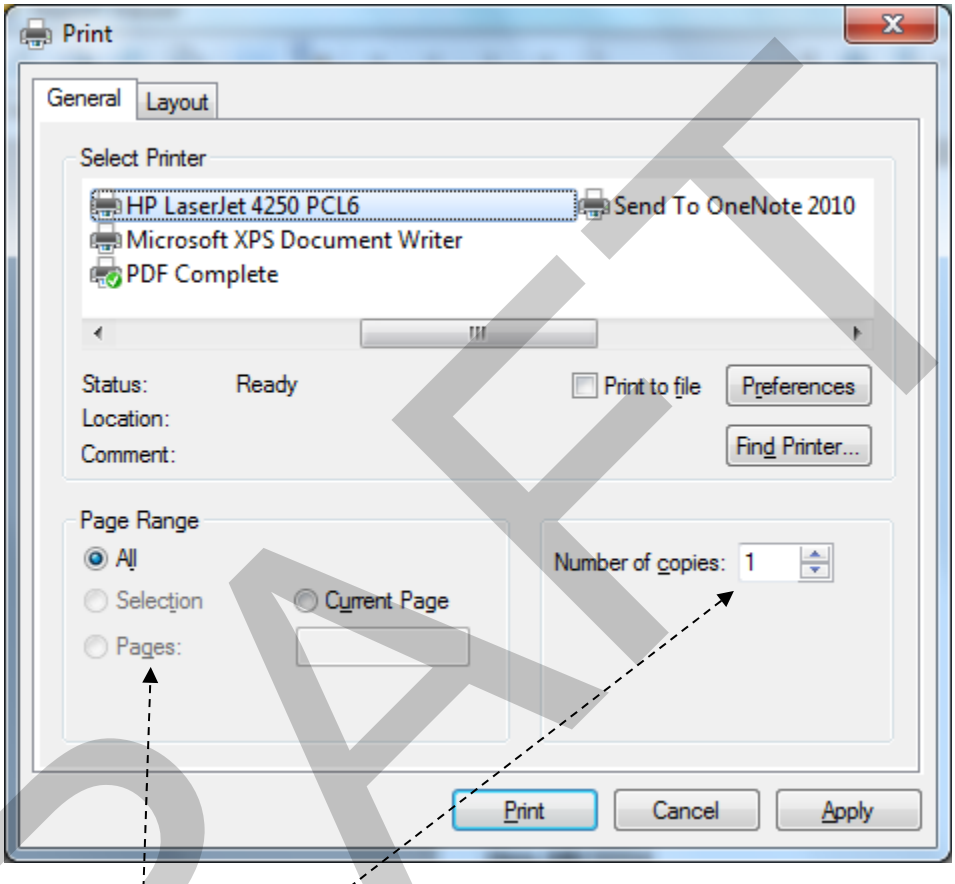
- After reviewing the preview, click on the Printer icon to begin the printing of the report. You can close the System Reports screen by clicking the red "X".



DRAFT

Vendors: Printing the Vendor Mailing Labels (continued)

- After clicking on the Printer icon, the Print screen appears:



By clicking the Pages radio button, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

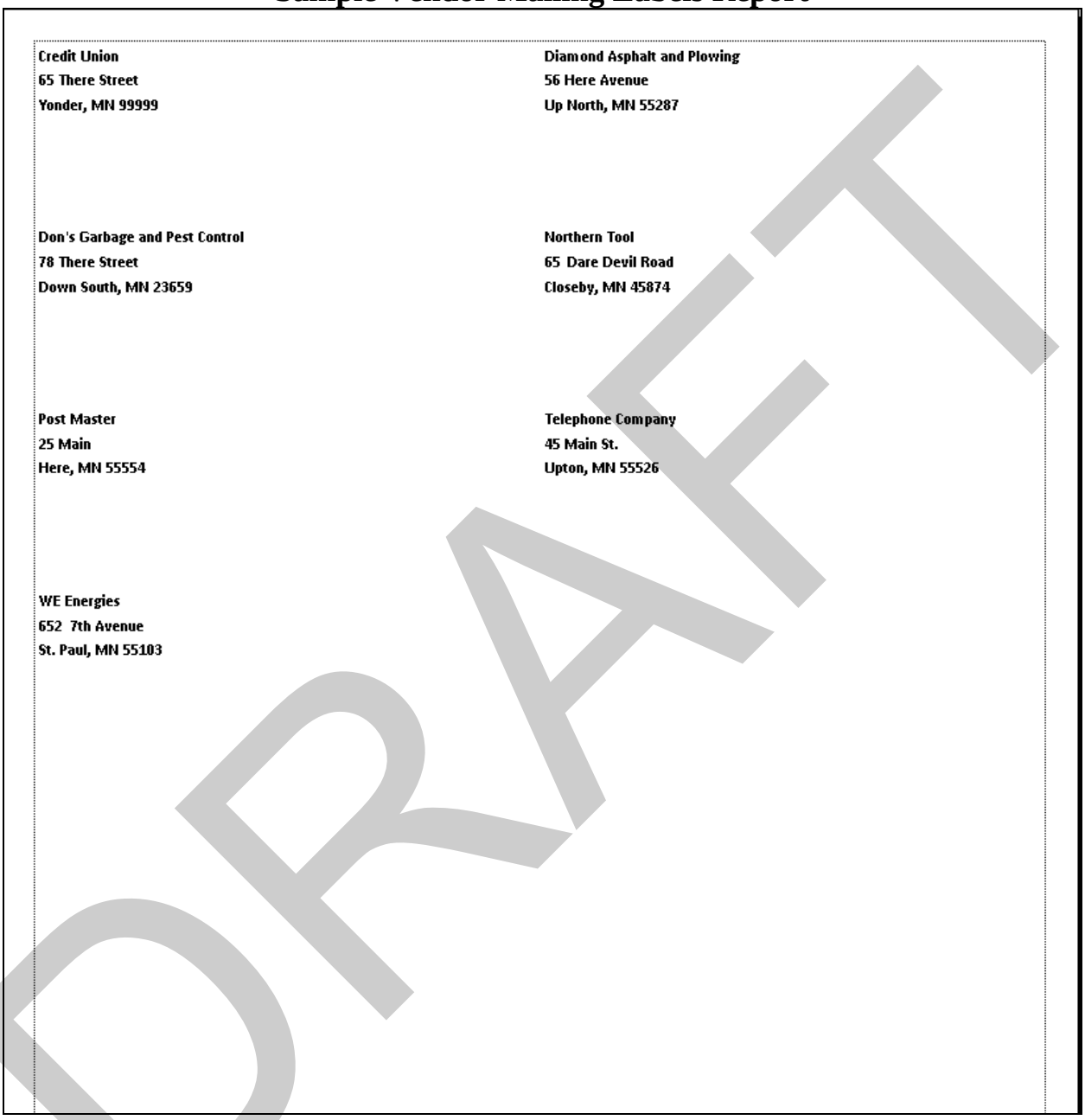
To close the printing of the report:

- Click the red "X" icon on the Report Viewer screen.
- Click the Cancel button on the Vendor Mailing Labels screen.

DRAFT

Vendors: Printing the Vendor Mailing Labels (continued)

Sample Vendor Mailing Labels Report



Credit Union
65 There Street
Yonder, MN 99999

Diamond Asphalt and Plowing
56 Here Avenue
Up North, MN 55287

Don's Garbage and Pest Control
78 There Street
Down South, MN 23659

Northern Tool
65 Dare Devil Road
Closeby, MN 45874

Post Master
25 Main
Here, MN 55554

Telephone Company
45 Main St.
Upton, MN 55526

WE Energies
652 7th Avenue
St. Paul, MN 55103

DRAFT